

WHAT IS CLAIMED IS:

1. A method for managing information, comprising:
identifying an existing slide show;
selecting a slide of the existing slide show; and
associating metadata with the selected slide.
2. The method of claim 1, further comprising:
identifying the slide based on the metadata; and
creating a new presentation using the identified slide.
3. The method of claim 2, wherein the metadata includes at least one of sequence information and a story matrix element.
4. A method for managing information, comprising:
identifying an existing document;
selecting a portion of the existing document; and
associating metadata with the selected portion of the existing document, wherein the metadata includes sequence information.
5. The method of claim 4, wherein identifying includes searching documents in at least one of a local database and a remote database.
6. The method of claim 4, wherein identifying is based on at least one of creation date and file name.
7. The method of claim 4, wherein selecting a portion of the document includes selecting at least one of a plurality of slides in a slide show.

8. The method of claim 4, wherein associating metadata includes:
 - associating the selected portion of the document with at least one other selected portion of the document; and
 - ordering the selected portion with respect to each of the at least one other selected portion.
9. A method for managing information, comprising:
 - identifying an existing document;
 - selecting a portion of the existing document;
 - associating metadata with the selected portion of the existing document, wherein the metadata includes at least one story matrix element.
10. The method of claim 9, wherein associating metadata includes associating at least one of a theme, an act, and a scene with the selected portion.
11. The method of claim 9, wherein associating metadata includes associating each of a theme, an act, and a scene with the selected portion.
12. A machine-readable medium having instructions stored thereon for execution by a processor to perform a method comprising:
 - identifying an existing slide show;
 - selecting a slide of the existing slide show; and
 - associating metadata with the selected slide.
13. The machine-readable medium of claim 12, wherein associating metadata includes associating sequence information with the selected slide.
14. The machine-readable medium of claim 13, wherein associating sequence information with the selected slide includes:
 - associating the selected slide with at least one other selected slide; and
 - ordering the selected slide with respect to each of the at least one other selected slide.

15. The machine-readable medium of claim 12, wherein associating metadata includes associating at least one story matrix element with the selected slide.
16. The machine-readable medium of claim 15, wherein associating at least one story matrix element includes associating at least one of a theme, an act, and a scene.
17. A method for creating a slide show, comprising:
 - inputting a keyword;
 - receiving a list having at least one of a slide and a sequence of slides, the sequence of slides being defined by a group of individual slides, each of the individual slides having an order with respect to each of the other individual slides in the group; and
 - selecting at least one of a slide and a sequence of slides from the list.
18. The method of claim 17, further comprising formatting the plurality of pre-existing slides, formatting including:
 - selecting a design template;
 - selecting a slide from a slide show;
 - determining whether the selected slide is formatted in accordance with the selected design template; and
 - editing a format of the selected slide where it is determined that the selected slide is not formatted in accordance with the selected design template.
19. The method of claim 18, wherein determining includes at least one of identifying a vertical slide orientation mismatch, identifying a slide color scheme mismatch, identifying a missing title field mismatch, identifying a blank title field, identifying a title font style mismatch, and identifying a title font size mismatch.

20. A machine-readable medium having instructions stored thereon for execution by a processor to perform a method comprising:
- inputting a keyword;
 - receiving a list having at least one of a slide and a sequence of slides, the sequence of slide being defined by a group of individual slides, each of the individual slides having an order with respect to each of the other individual slides; and
 - selecting at least one of a slide and a sequence of slides from the list.
21. A method for creating a slide show, comprising selecting a plurality of pre-existing slides based on at least one of a theme, an act, and a scene.
22. The method of claim 21, wherein selecting a plurality of pre-existing slides includes:
- displaying a list of a plurality of themes; and
 - receiving a theme selection from a user, the theme selection identifying at least one of the plurality of themes.
23. The method of claim 22, wherein selecting a plurality of pre-existing slides further includes:
- displaying a list of a plurality of acts; and
 - receiving an act selection from a user, the act selection identifying at least one of the plurality of acts.
24. The method of claim 23, wherein selecting a plurality of pre-existing slides further includes:
- displaying a list of a plurality of scenes; and
 - receiving a scene selection from a user, the scene selection identifying at least one of the plurality of scenes.
25. The method of claim 24, further comprising displaying slide information, the slide information associated with the scene selection.

26. A machine-readable medium having instructions stored thereon for execution by a processor to perform a method comprising:

- displaying a list of a plurality of themes;
- receiving a theme selection from a user, the theme selection identifying at least one of the plurality of themes;
- displaying a list of a plurality of acts;
- receiving an act selection from a user, the act selection identifying at least one of the plurality of acts;
- displaying a list of a plurality of scenes; and
- receiving a scene selection from a user, the scene selection identifying at least one of the plurality of scenes.

27. A system configured to manage information, the system comprising a workstation, the workstation including:

- a data access component;
- a director component coupled to the data access component;
- a presentation component coupled to the data access component; and
- a local database coupled to the data access component, the director component configured to associate metadata with each of a plurality of pre-existing slides, the presentation component configured to create a new presentation based on the metadata.

28. The system of claim 27, further comprising:

- a data link selectively coupled to the workstation; and
- a server coupled to the data link, the server configured to perform at least one of a storage function and a collaboration function.

29. The system of claim 28, the workstation further including a synchronization component coupled to the data access component, the synchronization component facilitating data transfer from the workstation to the server when the workstation is coupled to the data link.